

VACANCY ANNOUNCEMENT

U.S. EMBASSY, STOCKHOLM

Date	Subject: Vacancy Announcement – Local Security Guard	No.: 2015-30
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POSITION: Local Security Guard FSN-4; FP-AA*

OPENING DATE: May 4, 2015

CLOSING DATE: May 25, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): SEK 274,941 p.a. (Starting salary)
(Position Grade: FSN-4).

STARTING DATE: As soon as possible

LENGTH OF HIRE: Permanent position with 6 months probation period

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Stockholm is expanding the security team and is seeking an individual for the position of Local Security Guard in the Security section.

BASIC FUNCTION OF POSITION

Prevent entry of unauthorized persons into the Embassy compound. Screen visitors to the Embassy by searching the person and their belongings. Inspect vehicles desiring to enter the Embassy compound. Provide escorts of visitors and temporary construction workers, as required. Inform the Local Guard Supervisor and MSG Post of potential security threats or problems, and assist in resolving these problems, as directed. Protect U.S. Government property from fire, damage, or theft. Display professional appearance and conduct at all times in the performance of duties.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education:
Completion of secondary school.

Prior work experience:
Minimum of six months experience within the Security/Military/Law Enforcement sector.

Language proficiency:

Level 2 (Limited Knowledge) Speaking/Reading/Writing Swedish is required.

Level 3 (Working Knowledge) Speaking/Reading/Writing English is required.

Skills and abilities:

Must be professional, tactful and service minded. Courteous and firm in all contacts. Must be flexible in scheduling of shifts/hours. Display professional appearance and conduct at all times.

Must have local driver's license. Swedish B*** drivers license.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a limited security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application and a current resume or curriculum vitae **in English**
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office

E-mail: hrstockholm@state.gov

POINT OF CONTACT

Human Resources Office
Telephone: 08 783 53 00

CLOSING DATE FOR THIS POSITION: May 25th, 2015

The U.S. Mission in Stockholm provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: MNorén
Cleared: LSmithers